



PRINCIPLES OF MANAGEMENT

Course Syllabus

3-0-3.0

Date: 11/29/11

COURSE NUMBER: MGT 101

PREREQUISITE(S): ENG 032, RDG 032 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization.

The role of the supervisor is highlighted. The analysis of business operations and a discussion of international management are also introduced.

TEXTBOOK(S): Williams, Chuck. MGMT. 4th Edition. Mason, OH: Thomson Higher Education, 2012.
ISBN: 978-1-111-22131-7

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

**GRADE
CALCULATION
METHOD:**

Discussions	=	15%
Assignments	=	25%
Tests	=	30%
Final Exam/Paper/Project	=	30%
	=	<u>100%</u>

There are no make-up tests. Everyone will complete the exam.

Assignments will not be accepted late. Tardiness of assignments, projects, papers, exercises, and tests will result in a grade of zero (0). If you have a chance to turn them in early – use it!

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the

office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

PROGRAM DIRECTOR

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Inclement Weather Schedule:

- Check STC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Describe the Four Primary Functions of Management
 1. Define management
 2. Describe the types of planning
 3. Describe the importance and techniques of organizational structure and design
 4. Review the elements of leading
 5. Identify techniques of controlling

- II. Contrast the role of the supervisor with that of the manager
 1. Define supervision
 2. Describe the importance of management and organizations
 3. Contrast the roles associated with the job of a manager

- III. Evaluate the importance of planning and control in management and supervision
 1. Define decision making
 2. Evaluate planning tools and techniques
 3. Describe the foundations of control

- IV. Describe the challenges of the changing environment of management, including workforce diversity and global competition
 1. Describe the evolution of management
 2. Describe the opportunities in managing with the global environment
 3. Define workforce diversity

- V. Describe the elements associated with organizing a competitive organization
 1. Summarize the types of organizational structures
 2. Describe issues associated with Human Resource Management
 3. Identify the various types of communication within an organization
 4. Define information technology

- VI. Summarize the issues and challenges of leading employees
 1. Define motivation
 2. Review the foundations of behavior

3. Summarize groups and teams
 4. Define leadership
 5. Summarize the types of leaders
- VII. Analyze a Fortune 500 company
1. Analyze a Fortune 500 company; examining its mission, leadership, and other issues associated with management